



The Fitchburg Land Development Guide

A Guidebook and Resource for getting your project through City Hall.

Includes City Council, Planning Board, Conservation Commission, Board of Appeals, Board of Health, Building Department and other City Departments involved in the permitting of new projects.

Prepared by the Department of Community Development – February 2009



THE FITCHBURG LAND DEVELOPMENT GUIDE

Introduction

The purpose of this guide is to provide individuals who intend to develop real estate in the City of Fitchburg with a general overview of the local permitting process. The guide presents the different types of permits that may be required for a development project and identifies which City departments should be contacted to submit a permit or ask for help. Please be aware that this guide is intended for use as a source of general information and does not carry the force of law. Also, this guide reviews the local permitting process; it does not describe permits that may be required by federal or state agencies.

Strict adherence to the City's permitting requirements will prevent expensive project delays and reduce the risk of having to make costly plan revisions. In turn, City officials will work closely with applicants to guide them through the development process to help achieve the successful completion of projects.

The City of Fitchburg seeks to foster high quality development in the City that will create jobs for our residents, broaden the City's tax base and enhance Fitchburg as a viable place to live and work.

To achieve these goals, City officials will strive to:

- streamline the permitting process when possible;
- respond in a timely manner to inquiries and requests for guidance;
- cooperate with officials from other departments to minimize conflicting requirements;
- consistently administer the City's regulations to ensure that the permitting process is fair and open.

These goals are part of City government's overall commitment to be responsive to the residents and businesses of the City of Fitchburg.

Advice From *City Departments*

Because they work with the process on a daily basis, City officials can offer valuable advice on what issues will have to be addressed, how long the permitting process might take and what types of conditions may be required as part of an approval. By seeking advice in the initial development phases of a development proposal, proponents of a project can make changes relatively inexpensively.



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Who's Who in City Hall

To assist applicants in finding the right person to answer their questions, City commissions, boards, and departments that are involved in the development process are listed below. Unless otherwise noted, all offices are located in Fitchburg City Hall.

CITY BOARDS AND COMMISSIONS

Board: *The Fitchburg City Council*

Contact: Anna M. Farrell, City Clerk – afarrell@ci.fitchburg.ma.us

Phone: (978) 345-9592 (fax) (978) 345-9595

Description: The City Council is responsible for issuing certain types of special permits. For an exact description of the special permits under the Council's jurisdiction see the Table of Principal Uses in the Zoning Ordinance. As the city's legislative body, the City Council also has the authority to amend the Zoning Ordinance.

Board: *The Planning Board*

Contact: David J. Streb, Community Development Director –
dstreb@ci.fitchburg.ma.us

Phone: (978) 345-1018 (fax) (978) 342-0161

Description: The Planning Board is responsible for reviewing "Approval Not Required" plans, subdivision plans and various types of special permits. The Planning Board also issues scenic road permits in conjunction with the Tree Warden.

Board: *The Conservation Commission*

Contact: Michael J. O'Hara, Conservation Commission Agent –
mohara@ci.fitchburg.ma.us

Phone: (978) 345-1018 (fax) (978) 342-0161

Description: The principal role of the Conservation Commission is the administration of the Wetlands Protection Act and Fitchburg's Local Wetlands Ordinance. Any work in or near a wetland, stream, or resource area requires the approval of the Conservation Commission.

Board: *The Board of Health*

Contact: Stephen D. Curry, Director - scurry@ci.fitchburg.ma.us

Phone: (978) 345-9582 (fax) (978) 342-9692

Description: The Board of Health issues permits for sewage disposal, private water supplies, solid waste removal, stump disposal and rodent control.

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Board: ***The Zoning Board of Appeals (ZBA)***
Contact: Kathy Johnson, Secretary kjohnson@ci.fitchburg.ma.us
Phone: (978) 345-9596 (fax) (978) 345-9591
Description: The primary function of the Zoning Board of Appeals is to grant variances from the Zoning Ordinance and certain types of special permits. The ZBA also hears appeals of decisions of administrative offices such as the Building Commissioner.

CITY DEPARTMENTS

Department: ***Community Development – Economic Development***
Contact: David J. Streb, Community Development Director -
dstreb@ci.fitchburg.ma.us
Phone: (978) 345-1018 (fax) 978-342-0161
Description: The Community Development Department is responsible for land use planning and economic development in the City and provides staff support to the Planning Board, Conservation Commission, Zoning Board of Appeals and Disability Commission.

The Department administers the Community Development Block Grant Program and miscellaneous other state and federal grants concerning Community Development and Housing Programs, including the HOME Program and housing rehabilitation assistance.

This office also works with new businesses to help them locate in the City, and with existing businesses to help them expand.

The Office also maintains the City's Internet web page on an interim basis.

Note: David Streb is also the **Municipal Liaison** for expedited permits within the Priority Development Site Overlay Districts.

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Department: ***The Building Department***
Contact: Michael Gallant, Building Commissioner- mgallant@ci.fitchburg.ma.us
Phone: (978) 345-9596 (fax) (978) 345-9591
Description: The Building Commissioner interprets and enforces the State Building Code, the Fitchburg Zoning Ordinance, and relevant portions of the City Code. The Building Department issues building permits, occupancy permits, wiring permits, plumbing permits, sign permits trench permits (on private property) and natural gas permits. Information regarding the Zoning Ordinance and the location of the 100-year flood plain can be obtained from the Building Department.

Department: ***The Health Department***
Contact: Stephen D. Curry, Director - scurry@ci.fitchburg.ma.us
Phone: (978) 345-9582 (fax) (978) 342-9692
Description: The Health Department enforces a host of different health regulations and provides full time staff support to the Board of Health. For further information on health regulations please contact the Health Department.

Department: ***The Department of Public Works (DPW)***
Contact: Lenny Laakso, Commissioner – lilaakso@ci.fitchburg.ma.us
Phone: (978) 345-9610 (fax) (978) 345-9573
Description: Besides maintaining the City's infrastructure, the DPW issues permits related to work being performed in the public right-of-way, including permits for curb cuts, sewer connections, trenches on public property, and for excavating in public property. The Superintendent of Streets also currently serves as the Tree Warden.

Department: ***DPW, Water Division***
Contact: David Berger– dberger@ci.fitchburg.ma.us
Phone: (978) 345-9616, ext.100 (fax) (978) 345-9554
Description: The Water Department at 1200 Rindge Road is responsible for the City's drinking water supplies and distribution and oversees water line connections. They require a system development charge and an inspection fee for water line connections.

Department: ***DPW, Wastewater Division***
Contact: Joseph Jordan, Deputy Commissioner – jjordan@ci.fitchburg.ma.us
Phone: (978) 345-9622 (fax) (987) 345-9623
Description: The Wastewater Department is responsible for the City's East & West Wastewater Treatment Plants. They oversee sewer line connections and require a system connection charge.

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Department: **Fitchburg Fire Prevention Bureau**
Contact: Sally Tata, Bureau Chief – stata@fitchburgfire.org
Phone: (978) 345-9672 (fax) (978) 345-9589
Description: The Fitchburg Fire Department's Fire Prevention Bureau enforces all fire safety laws and regulations of the Commonwealth of Massachusetts. The Fire Prevention Bureau issue permits for fire protection systems, cutting and welding, flammable fluids, solids and gases, LP gas storage, above and below ground storage tanks, explosives and oil burner installations. The Fire Prevention Bureau is at 33 North Street, at the Central Fire Station.

Permits That May Be Required

PRIORITY DEVELOPMENT SITE OVERLAY DISTRICT (43D, EXPEDITED PERMITTING)

For projects that are within a Priority Development Site Overlay District (PDSOD), the process for applying for permits is slightly different than for the same project elsewhere. These districts were created in areas which are ideal for redevelopment and which the City encourages redevelopment by creating a streamlined approval process.

The first step in the process should be a pre-application meeting between the applicant and the staff of the Community Development Department to determine which applications will need to be filed for the specific proposal and to discuss the project. Once the applications are completed, the applicant submits the entire application package to the City Clerk for a date/time stamp on the application cover sheet, and submits the required number of copies to the Municipal Liaison for distribution to appropriate departments and boards for review.

Once the appropriate parties have determined the applications are complete (must be within 20 days of the date/time stamp on the cover sheet, and not this is not the same as in compliance with the regulations), the Municipal Liaison issues a Certificate of Completeness, which is date/time stamped by the City Clerk, and which starts the 180-day timeframe for issuance of approvals required under M.G.L. c. 43D.

Each approval authority for the necessary permits will then follow their normal process *with the exception that they have only 180 days from the issuance of the Certificate of Completeness to finish their review and issue a decision*, unless extensions are needed as provided for in Sec. 181.8634 of the Fitchburg Zoning Ordinance. Please refer to the appropriate sections of this Development Guide for information on the specific applications that may be required for a specific development proposal. The following is a list of the permits that are subject to the expedited permitting under c. 43D:

- Zoning Variance

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- Special Permit (CC, ZBA, or PB)
- Site Plan Review
- Notice of Intent
- Local Wetlands
- Title V
- Flammable Materials

Note that building permits are not subject to c. 43D, nor are permits such as sewer, curb cut, trench, street opening, etc. Also, a development proposal in a PDSOD may require additional applications, such as an ANR or subdivision plan, which are not within the jurisdiction of c. 43D. Applicants may choose to submit such applications as part of the entire package, but need to be aware that the approval authority will not be bound by the 180 day timeframe for issuance of approval for such applications. However, the likelihood of expedited permit approvals will be greater when the City is given the opportunity to review all requests concurrently.

Likewise, the applicant may choose to file applications for determination of uses or dimensional variances prior to completing the engineering necessary for a site plan application, especially when significant and costly modifications to a proposed site plan could result from the approval process or the final decision on such application. This becomes a question of balancing time and engineering costs and is entirely the applicant's decision. Applicants must be aware that unless all applications are filed together, the total timeframe for approvals may exceed 180 days.

The municipal liaison is responsible for coordinating the review process by the various boards and departments, and for being the primary contact person for the applicant. It is important to keep the municipal liaison informed throughout the process to ensure a smooth process.

For additional information on the expedited permitting process, or the locations of the Priority Development Site Overlay Districts, please contact the Community Development Department.

Permits Under the Jurisdiction of the City Council, Planning Board and Zoning Board of Appeals

Special Permits - The Table of Principal Uses in the Zoning Ordinance (Section 181.313) identifies those uses requiring a special permit, and the entity responsible for the granting of the Special Permit: CC indicates the City Council, PB indicates the Planning Board and BA indicates the Zoning Board of Appeals. Regardless of who the special permit granting authority is, the process is basically the same. Once an application for a special permit is submitted with the appropriate board, a public hearing will be held within 65 days. At the public hearing the applicant or a representative will

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present the development proposal to the board and public in attendance. The board must then make a decision on the application within 90 days of the close of the public hearing. For more specific information on special permits see Massachusetts General Laws, Chapter 40A, Section 9; the Fitchburg Zoning Ordinance, Section 181.93, and the Rules and Regulations adopted by the appropriate Special Permit Granting Authority. For applications within a Priority Development Site Overlay District, see also Sec. 181.86 of the Zoning Ordinance, as well as the section of this Guide on expedited permitting.

Permits Under the Jurisdiction of the Planning Board

Approval Not Required Plan (ANR) - ANR plans are submitted to the Planning Board when lots are being created that have sufficient frontage on a way as defined in the Zoning Ordinance. If adequate frontage does not exist, a Subdivision Plan will have to be filed. "Approval Not Required" refers to approval under the Subdivision Control Law, M.G.L., Chapter 41, Sections 81K - 81GG. ANR plans should be submitted to the Community Development Department in City Hall at least 48 hours before a Planning Board meeting. The procedures for filing an ANR plan can be found in the Fitchburg Subdivision Rules and Regulations.

Subdivision Approval - A Subdivision Plan must be filed when lots are being created that do not have sufficient frontage on an existing way. Preliminary Subdivision Plans are mandatory for nonresidential subdivisions, and, optional but strongly recommended for residential subdivisions. The Planning Board will render a decision on the application within 45 days after plan submittal. If a Preliminary Plan has been submitted, the Planning Board has 90 days to render a decision on a Definitive Plan. Otherwise, the Planning Board must render a decision within 135 days. For more information about subdivision approval please see the Fitchburg Subdivision Rules and Regulations, available from the Community Development Department.

Site Plan Review - Any construction, expansion or change of use of a non-residential or multi-family structure or parking area requires site plan review by the Planning Board in accordance with Section 181-94 of the Zoning Ordinance. Construction of less than 500 square feet of space is exempt. Construction of less than 2,000 s.f. or less than 10 parking spaces will be considered a minor site plan, with no public hearing required. If a special permit is also required from the Planning Board, both hearings will be combined and considered together.

The Planning Board will review and act on a Site Plan Review submittal within 60 days of receipt. Submittal requirements can be found in the Site Plan & Special Permit Rules and Regulations available from the Community Development Department. For applications within a Priority Development Site Overlay District, see also Sec. 181.86 of the Zoning Ordinance, as well as the section of this Guide on expedited permitting.

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Scenic Road Act - M.G.L. Chapter 40, Section 15C requires that any repair, maintenance, reconstruction or paving of a scenic road shall not involve the cutting of trees or the partial or complete destruction of stone walls without the prior written consent of the Planning Board and Tree Warden. Designated scenic roads in Fitchburg are Mt. Elam Road, Pearl Hill Road, Williams Road, Caswell Road and Rindge Road (from John Fitch Highway to North Street).

Permits Under the Jurisdiction of the Zoning Board of Appeals

Zoning Variances - Pursuant to M.G.L., Chapter 40A, Section 10, the Zoning Board of Appeals may grant variances from the Zoning Ordinance. If an application for a building permit from the Building Department results in a determination that a variance is required for a project, the next step is to get an application for a hearing before the Zoning Board of Appeals from the City Clerk. The ZBA will hold a public hearing within 65 days after the filing of a variance petition; a decision will be made within 100 days from the filing of a variance petition. For applications within a Priority Development Site Overlay District, see also Sec. 181.86 of the Zoning Ordinance, as well as the section of this Guide on expedited permitting.



HOLISTONE BOULDER at Upper Common in Christmas Dress. Lucas

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Permits Under the Jurisdiction of the Conservation Commission

Request of Determination of Applicability - Any alteration of land within 100 feet of a wetland resource area (includes bordering vegetated wetlands, ponds, land subject to flooding, or within the 200 feet of a river or perennial stream, requires a permit under the Wetlands Protection Act, M.G.L., Chapter 131, Section 40. A "Request for Determination of Applicability" should be submitted when there is a question of whether proposed work is under the jurisdiction of the Conservation Commission where the impacts to a wetland resource area are extremely minor and no work is being performed in the wetland itself. If the Commission determines that the proposed work is in the Conservation Commission's jurisdiction, a "Notice of Intent" must be filed. For applications within a Priority Development Site Overlay District, see also Sec. 181.86 of the Zoning Ordinance, as well as the section of this Guide on expedited permitting.

Notice of Intent - Unless the Conservation Commission issues a "Negative Determination," a Notice of Intent must be filed whenever land is altered within 100 feet of a wetland resource area or within the 200 foot riverfront area. Within 21 days of receiving a Notice of Intent the Conservation Commission will hold a public hearing. The Commission will then issue a decision, called an "Order of Conditions" within 21 days of the public hearing. For applications within a Priority Development Site Overlay District, see also Sec. 181.86 of the Zoning Ordinance, as well as the section of this Guide on expedited permitting.

Local Wetlands Ordinance - A permit under Fitchburg's Local Wetlands Ordinance, adopted in 2008, is also required for work in areas under the Conservation Commission's jurisdiction.



Permits Under the Jurisdiction of the Department of Public Works

Excavating Permit - Required for digging to occur on a public way.

Trench Permit – Required for any trench on public property deeper than 2'. (Trenches on private property require a permit from the Building Department.)

Permit to Occupy the Street - Required for the installation of equipment on a public street or sidewalk.

Curb Cut Permit - Required when creating a new curb cut on a public street. A curb cut on a state road requires the permission of the Massachusetts Department of Public Works.

Sewer Permit - Required for the installation and repair of a sewer line. Depending on the quality and quantity of the process waste discharge, an industrial pretreatment permit may be required.

(See also sewer and water fees on page 18.)

Permits Under the Tree Warden (DPW Commissioner)

Tree Removal Permit - Required by the Public Shade Tree Act (M.G.L., Chapter 87, Section 3) for the cutting of trees in the public road layout. Where the public way is designated a scenic way, permission from the Planning Board is also required.

Permits Under the Jurisdiction of the Board of Health

Subsurface Sewage Disposal Permit - Required for the installation of a subsurface sewage disposal system. The permit is regulated under Title V of the State Sanitary Code. For applications within a Priority Development Site Overlay District, see also Sec. 181.86 of the Zoning Ordinance, as well as the section of this Guide on expedited permitting.

Private Water Supply Permit - Required for the installation of a private well.

Solid Waste Disposal Permit - Required for the disposal of solid waste.

Stump Dump Permit - Required for the underground disposal of tree stumps.

Permits Under the Jurisdiction of the Building Department

GENERAL - *All projects requiring a building permit should be described in a letter to the Building Commissioner for determination of zoning and building code conformance, thus satisfying the Zoning requirements of Section 181.91 and the State Building Code Section 110.1.*

Zoning Determination - Any questions regarding the Fitchburg Zoning Ordinance should be addressed to the Building Commissioner in the Building Department. The Building Commissioner is charged with the official responsibility of interpreting the Zoning Ordinance and Zoning Map. The Building Commissioner will provide written zoning determinations upon request.

Building Permit - Required for the construction, reconstruction, alteration, repair, removal or demolition of a structure as defined by the Massachusetts Building Code.

Occupancy Permit - Required for occupancy of a structure for which a building permit has been issued. The occupancy permit certifies that construction complies with the Massachusetts Building, Plumbing and Electrical Codes, and with the requirements of the National Fire Protection Association. It also certifies that the intended use and number of occupants comply with the Massachusetts Building Code and the Zoning Ordinance.

Trench Permit – Required for any trench on private property deeper than 2’.

Wiring Permit - Required for the installation of wiring in a structure.

Plumbing Permit - Required for the installation of plumbing.

Sign Permit - Required under the Zoning Ordinance for certain types of signs. Inquiries should be made to the Building Department. Signs in the Urban Renewal District (see page 15) require design approval by the Design Review Board.

Natural Gas Permit - Required for the installation of natural gas.

Work in the 100-Year Flood Plain - Construction in the 100-year flood plain is restricted under the State Building Code and the Zoning Ordinance and is enforced by the Building Commissioner. Work in the 100-year flood plain is also regulated by the Conservation Commission in accordance with the Wetlands Protection Act. To determine if a property is sited in the 100-year flood plain, see the Flood Insurance Rate Maps on file with the Building and Planning Departments.

Permits Under the Jurisdiction of the Fire Prevention Bureau

Cutting and Welding Permit - Required for all cutting and welding operations.

Explosives Permit - Required for the use and handling of class A, B, and C explosives in accordance with 527 CMR 13:00. In certain storage situations a license may be required under M.G.L., Chapter 148, Section 13 from the City Council.

Fire Protection System Installation Permit - Required for the installation, modification, repair or removal of any sprinkler system, water main, fire hydrant, fire alarm system or any device used for fire protection.

Flammable Fluids, Solids and Gases Permit - Required for the storage, use and handling of flammable fluids, solids and gases regulated by 527 CMR 14:00. In certain storage situations a license may be required under M.G.L., Chapter 148, Section 13 from the City Council. For applications within a Priority Development Site Overlay District, see also Sec. 181.86 of the Zoning Ordinance, as well as the section of this Guide on expedited permitting.

LP-Gas Storage Permit - Required for the keeping of LP-gas in one or more containers and the installation or connection of any LP-gas equipment in accordance with 527 CMR 6:00. In certain storage situations a license may be required under M.G.L., Chapter 148, Section 13 from the City Council. **Oil Burner Installation Permit** - Required for the installation or alteration of an oil burner in accordance with 527 CMR 4:00.

Tanks and Container Permit - Required for the installation and removal of a storage tank for the storage of any fluid other than water, regulated by 527 CMR 9:00. In certain storage situations a license may be required from the City Council.



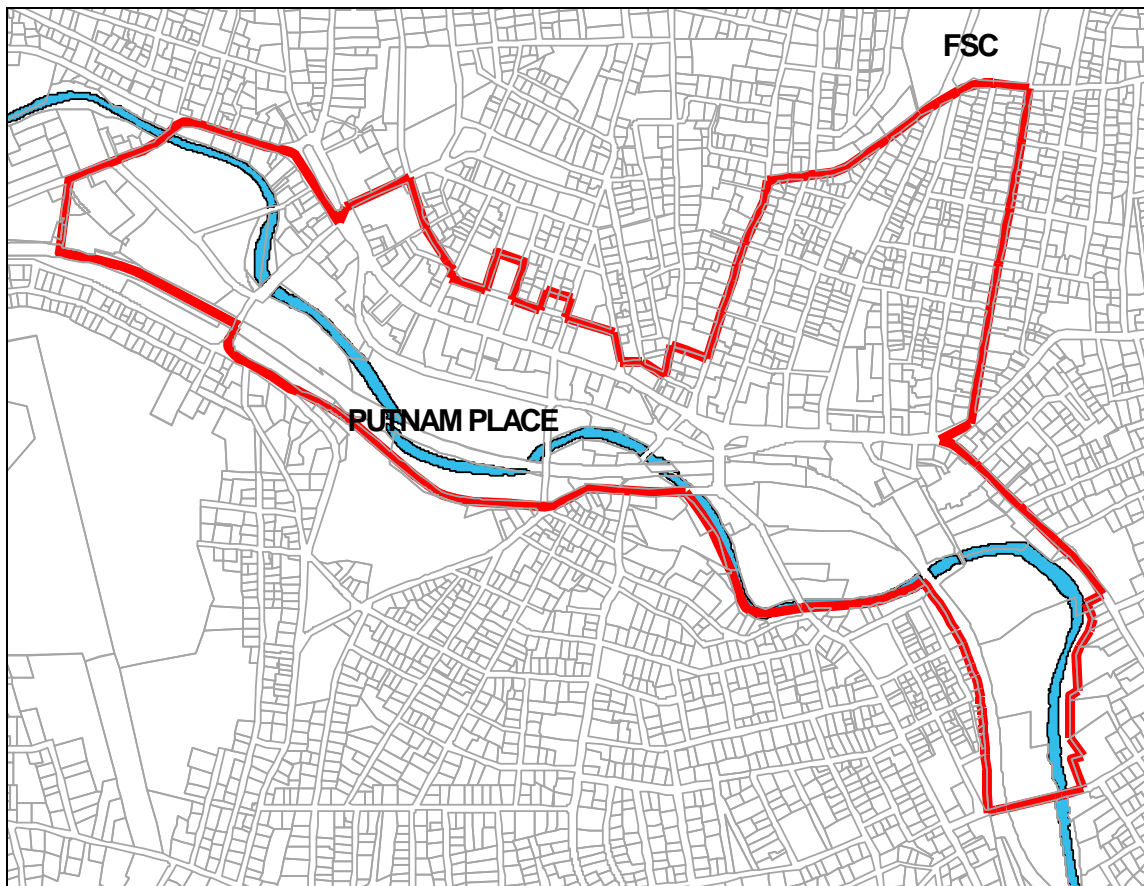
Permits Under the Jurisdiction of the Historic Commission

Certificate of Appropriateness - No building or structures within the historic district may be constructed or altered in any way that affects the exterior architectural features unless the Historic Commission issues a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship. Contact Susan Roetzer, Chair, Historic Commission at 978-345-1157 or susan.roetzer@verizon.net for more information.



Permits Under the Jurisdiction of the Economic Development Office

Design Review Permit - In the Fitchburg Downtown Urban Revitalization and Development Plan district, also known as the Urban Renewal District, every project that alters a building's exterior appearance is subject to the approval of the Fitchburg Design Review Committee. Information on design guidelines, submittal requirements and committee meeting times can be obtained from the Economic Development Office at 978-345-9596. Design Review Committee approval should be obtained prior to the Special Permit Process, if applicable.



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Where Rules and Regulations Can Be Acquired

<u>Law</u>	<u>Location</u>	<u>Cost</u>
Zoning Ordinance	Community Development Dept.	\$10.
Zoning Map (blueprint)	Community Development Dept.	\$ 4.
Zoning Map (color)	Community Development Dept.	\$20.
Subdivision Rules and Regulations	Community Development Dept.	\$10.
Site Plan & Special Permit Regulations (Planning Board)	Community Development Dept.	free
Local Wetland Ordinance & Regulations (Conservation Commission)	Community Development Dept.	free
Water Division Rules, Regulations and Charges	Water Division Office	free
Street Construction Rules and Regulations	DPW, Engineering Division	free
Sewer & Storm Drain Rules and Regulations	DPW, Engineering Division	free
M.G.L., Chapter 148 (Massachusetts Fire Codes)	Mass. State Book Store, Boston, (617) 727-2834	
527 CMR (Fire Prevention Regulations)	Mass. State Book Store, Boston, (617) 727-2834	
M.G.L., Chapter 131, Section 40 (Wetlands Protection Act)	Mass. State Book Store, Boston, (617) 727-2834	
310 CMR (Wetlands Protection Regulations)	Mass. State Book Store, Boston, (617) 727-2834	

Contact the granting authority for application forms. Many of the above documents are available at the Fitchburg Public Library, 610 Main Street. The Zoning Ordinance and Zoning Map can be reviewed or obtained from the city's web page at <http://www.ci.fitchburg.ma.us>. Conservation Commission wetland fees and forms can be obtained from the DEP website at <http://www.state.ma.us/dep>.

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Permit Fees - Planning

<u>Permit</u>	<u>Application Fee</u>
Special Permit	
Planned Unit Development (PUD)	
or Cluster Special Permit	\$100.00, plus \$25 per residential unit (plus \$100 publication fee)
Any other type of Special Permit	\$300.00 (plus \$100 publication fee)
Approval Not Required (ANR).....	\$100.00, plus \$25 for each new lot created
Subdivision Plans	
Preliminary Plans.....	\$100.00, plus \$25 per lot
Definitive Plans.....	\$300.00, plus \$75 per lot (plus \$100 publication fee)
“Repetitive Petition” application	
under MGL C. 40A, s. 16	\$200.00 (plus \$100 publication fee)
Requests under Scenic Road Act	\$100.00 (plus \$100 publication fee)
Site Plan Review	
Non-residential Use	\$300.00 (plus \$100 publication fee)
Multi-family Residential	\$200.00 per dwelling unit (plus \$100 publication fee)
Minor Site Plan Review (no hearing)	\$25.00
Modification of approved Site Plan t	\$100.00 (plus \$100 publication fee)

Permit Fees – Conservation Commission

Request for Determination of Applicability.....	\$25.00
Notice of Intent.....	Contact the Conservation Commission or http://www.state.ma.us/dep for fee schedule.
Local Wetlands Ordinance	Contact the Conservation Commission

Permit Fees – Zoning Board of Appeals

Special Permit.....	\$300.00
Variance.....	\$300.00
Administrative Appeal.....	\$300.00

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SEWER CONNECTION & STREET EXCAVATION FEES – DPW

(Effective March 2006)

RESIDENTIAL

FEE:

Single-Family Class Sewer Connection	\$ 2,000.00
Multi-Family Class Sewer Connection	\$ 2,000.00 first unit
	\$ 1,000.00 each additional unit.

COMMERCIAL AND INDUSTRIAL

FEE:

0 - 999 Gallons per Day	\$ 2,000.00
1,000 – 2,000 Gallons	\$ 2,000.00 + \$1.50 for each additional gallon over 1000 gallons per day.
2,001 – 10,000 Gallons	\$ 3,500.00 + \$.75 for each additional gallon over 2,000 gallons per day.
10,001 – 50,000 Gallons	\$ 9,500.00 + \$.50 for each additional gallon over 10,000 gallons per day.
> 50,000	\$ 40,000.00

Connection fee to include four (4) hours of inspection services.

STREET EXCAVATION

FEE:

\$ 350.00

TRENCHING

\$ 75

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Water Rates & Miscellaneous Fees – Water Dept.

- A. The System Development Charge is a one-time charge for connecting to the Fitchburg Water Supply. The System Development Charge shall include: connection to the Fitchburg Water Supply system, full water service and meter installation inspection, meter seal, water service tie card, activation of water service, permanent record to be kept at City Hall. The Owner is responsible for all materials, equipment and installation costs associated with the connection to the water system. The Charges are based on the size of the pipe and shall be as follows:

WATER SERVICE

<u>Pipe Size</u>	<u>Fee</u>
1"	\$3,000.00
1 ¼"	\$4,000.00
1 ½"	\$6,000.00
2"	\$20,000.00
3"	\$47,000.00

FIRE SERVICE

<u>Pipe Size</u>	<u>Fee</u>
4"	\$ 241.00
6"	\$ 482.00
8"	\$1,109.00
10"	\$1,832.00
12"	\$2,940.00

Contact Water Department for larger pipe sizes.

- B. A readiness to serve charge is billed annually for fire service connections as follows:

4" Fire Connection	\$150.00
6" Fire Connection	\$300.00
8" Fire Connection	\$450.00
10" Fire Connection	\$600.00
12" Fire Connection	\$750.00

- C. Every water taker shall pay a minimum charge quarterly, per meter, to be governed by the size of the meter as follows:

5/8" meter	\$ 10.00
3/4" meter	\$ 10.00
1" meter	\$ 10.00
1 ½" meter	\$ 31.00
2" meter	\$ 47.00
3" meter	\$ 90.00
4" meter	\$138.00
6" meter	\$272.00
8" meter	\$432.00

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Fee Schedule – Board of Health

Bakery Permit				
A. No Food Service	Annually			\$ 50.00
B. With Food Service		"	"	100.00
Bottling Permit (State Law-\$75)	\$37.50-City; \$37.50-State	"	"	37.50
Burial Permit (per Permit)	-----			10.00
Camp License	Annually			10.00
Catering Permit		"	"	75.00
Conveyance of Milk (State Law)		"	"	50.00
Disposal Works Permit (Construction Permit)	-----		per job	100.00
Food Establishment Permit	Annually			
A. Restaurants less than 50 seats		"	"	50.00
B. Restaurants less than 200 seats		"	"	100.00
C. Restaurants more than 200 seats		"	"	200.00
Food Service Mobile		"	" Mobile	150.00
Temporary	-----		Temporary	25.00
Food Vending Machine		"	"	25.00
Frozen Dessert License		"	"	50.00
Funeral Directors License		"	"	100.00
Goats, Swine, Cattle, Fowl,	Annually			100.00
Installers Permit (Septic job)		"	"	100.00
Milk License		"	"	2.00
Mobile Homes	Monthly		per space	6.00
Pasteurization of Milk	Annually			50.00
Perc Test (Lot Inspection)	-----			150.00
Piercing Practitioner (from date of issue)	Annually			200.00
Public Swimming or Wading Pools		"	"	50.00
Rental Permits	each unit		each inspection	25.00
Resident Stickers				35.00
Resident Day Passes				50.00
Retail Food Permit				
A. No Food Service	1 st Register			50.00
	each additional register			10.00
B. With Food Service	1 st Register			75.00
	each additional register			10.00
Stable License	Annually			100.00
Tanning Permit		"	"	100.00
Tattoo Establishment (from date of issue)	"	"		200.00
Practitioner	"	"		200.00
Tobacco Selling permits	Annually		Over Counter	50.00
Trailer Parks (State Law)	"	"		10.00
Transportation- of Refuse – of Rubbish	"	"	"	50.00
" - of Offal	"	"		50.00
" - of Sludge	"	"		50.00
Transportation of Septage Permit	"	"		25.00

THE FITCHBURG LAND DEVELOPMENT GUIDE

Fee Schedule – Building Department **

*****TO OBTAIN A COPY OF THE BUILDING DEPARTMENT'S FEE SCHEDULE,
PLEASE CONTACT THEIR OFFICE @ (978) 345-9596 OR EMAIL
mgallant@ci.fitchburg.ma.us***

***THE BUILDING DEPARTMENT OFFICE IS LOCATED ON THE THIRD FLOOR OF
CITY HALL.***

***THE FEE SCHEDULE IS ALSO AVAILABLE AT:
http://www.discoverfitchburg.com/pdfs/bldg%20Permit_Fees.pdf***